



Corrective Action



Invalid FTA PO

DOTPO_W05_INVALID_FTA_PO_DISTRB

Introduction:

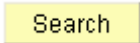
Description and Purpose:

Use this query to identify invalid FTA Purchase Order(s) for a specified date range. FTA does **not** use FATE split process, therefore the PO cannot be 100% Federal Fund/Sid(s). Report output includes PO number, type and vendor ID. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found". If results are displayed, please refer to the following pages for corrective actions.

PO Not Received (N): Pending Approval Status – Never Has Been Dispatched	2
PO In Dispatch and Valid Status:.....	6
PO Line Partially Received (P):	12
PO Fully Received (R) and Closed:.....	18


PO Not Received (N): Pending Approval Status – Never Has Been Dispatched


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to Purchasing > Procurement Contracts > Add/update Contract.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

SetID: = 

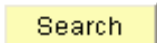
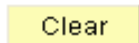

Contract ID: begins with 

Contract Process Option: = 


























Short Vendor Name: begins with 

Master Contract ID: begins with 

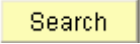
☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description		UOM	Category			
1		HARTFORD RD RECONST. 76-189		EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.		EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART		EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds		EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds		EA	72000000			


Invalid FTA PO

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
8. Click the **Find an Existing Value** tab.
9. Enter the PO number in the **PO ID** field and click .


The Purchase Order is displayed.


Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**


Business Unit: = 

PO ID: begins with


Purchase Order Date: = 


PO Status: = 


Short Vendor Name: begins with 

Vendor ID: begins with 

Vendor Name: begins with

Buyer: begins with 




Buyer Name: begins with 

PO Type: = 












Purchase Order Reference: begins with

Hold From Further Processing ☐

☐ **Case Sensitive**

  [Basic Search](#)  [Save Search Criteria](#)

10. Click the Line's Schedule  icon.

Lines									
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Customize Find View All Receiving 									
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status	
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active	   
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active	   

Invalid FTA PO

11. Click **View All** to see all your lines at once.

Lines											Find		View All		First		1 of 2		Last					
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD														
Schedules											Customize		Find		View All				First		1 of 1		Last	
Details			Statuses																					
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status														
1		06/05/2007			1460000006		1.0000			USD Closed														

All PO lines are displayed.

Lines 1 & 2

Lines

Find | View 1 | First 1-2 of 2 Last

Line: 1Item: [Class I - Bituminous Concrete](#)PO Qty: 30.0000TN Amount: 1654.50 USD

Schedules

Customize | Find | View All | First 1 of 1 Last

DetailsStatusesShipmentMatchingReceivingFreightRTV

Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1		06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active						

Line: 2Item: [Class IV - Bituminous Concrete](#)PO Qty: 40.0000TN Amount: 2200.40 USD

Schedules

Customize | Find | View All | First 1 of 1 Last

DetailsStatusesShipmentMatchingReceivingFreightRTV

Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1		06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active						

12. Click on the line's Distributions/ChartFields  icon.

Lines												
Find View All First 1 of 2 Last												
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD		
Schedules												
Customize Find View All First 1 of 1 Last												
Details		Statuses										
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status		
1		06/05/2007			1460000006		1.0000			USD Closed		

13. Make the necessary changes to the ChartField Distribution for the appropriate line.

Customize Find View All First 1-2 of 2 Last						
PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	
NONPC	DOT01702704					+ -
DOTM1	DOT01702704CN	SF0000	SF117			+ -

14. Click **Refresh** to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
15. Click **OK** to return to the Line Schedules.

Invalid FTA PO

16. Repeat for additional lines requiring correction.

17. Click the [Return to Main Page](#) link.

[Return to Main Page](#)

Lines Find | View 1 | First 1-2 of 2 | Last

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules Customize | Find | View All | First 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules Customize | Find | View All | First 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV


Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

18. Click  Save.

The Approvals will follow workflow as determined by Dept. Origin. No additional action is required.

PO In Dispatch and Valid Status:

For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:

1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract**.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .

Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

SetID:

=

STATE

Contract ID:

begins with

04DOT0510AA

Contract Process Option:

=

Short Vendor Name:

begins with

Master Contract ID:

begins with

☐ Correct History


























Search

Clear

Basic Search

Save Search Criteria


4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contract Creator change the coding to correspond with the change you will be making in the

Invalid FTA PO


corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.


7. If the contract line has already been received on from any previous POs and the new change does not match the old contract line, then another contract line needs to be added so that the contract line and PO Chartfield distribution line are identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

Business Unit:

= 


DOTM1 


PO ID:

begins with 


0000035279


Purchase Order Date:

= 





PO Status:

= 





Short Vendor Name:

begins with 




Vendor ID:


begins with 




Vendor Name:


begins with 


Buyer:

begins with 





Buyer Name:

begins with 




PO Type:

= 



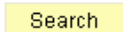
Purchase Order Reference:

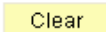
begins with 

Hold From Further Processing


☐

☐ **Case Sensitive**





[Basic Search](#)

 [Save Search Criteria](#)


[Find an Existing Value](#)

[Add a New Value](#)



**The
Purchase**

Order is displayed.


Invalid FTA PO

11. Click the Change Order  icon.

Purchase Order

Unit: DOTM1 PO Status: Dispatched  
PO ID: 0000035279 Budget Status: Valid
Copy From:

Header

PO Date: 11/27/2007  Vendor Search
Vendor: 061600557F-001 [Vendor Details](#)
Vendor ID: 0000010054 CWPM LLC
Buyer: AeyMar DOT-Aey Mary
PO Reference:
[Header Details](#) [PO Activities](#) [Add Ship To Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
Dispatch Method: Print


Amount Summary

Merchandise: 2670.00
Freight/Tax/Misc.: 0.00
Total Amount: 2670.00 USD
Total PO Obligation: 2670.00 USD

Add Items From Select Lines To Display



[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		RUBBISH REMOVAL - 30 CY - EGP	6.0000	EA	760000	445.00000	2,670.00	Active

12. Click the Lines' Schedule  icon.

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active

13. Click [View All](#) to see all your lines at once.

14. Click on the line's Distributions/ChartFields  icon.

Lines 1 & 2

Lines

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

Invalid FTA PO

15. Make the necessary changes to the ChartField Distribution for the appropriate line.

Distribution														
Chartfields		Details/Tax		Asset Information		Req Detail		Statuses		[Add]				
Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
1	Canceled				USD	STATE	12001	DOT57252	12293	34002	54072	167117		2007
2	Open	100.0	30.0000	1654.50	USD	STATE	1200	DOT57252	1229	34002	54072			2008

Customize | Find | View All | First 1-2 of 2 Last

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory		
NONPC	DOT01702704					+	-
DOTM1	DOT01702704CN	SF0000	SF117			+	-


16. Click **Refresh** to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.
17. Click **OK** to return to the Line Schedules.
18. Repeat for additional lines requiring correction.
19. Click the [Return to Main Page](#) link to go back to the main page of your PO.


[Return to Main Page](#)

Lines										Find View 1		First 1-2 of 2 Last					
Line: 1	Item:	Class I - Bituminous Concrete			PO Qty:	30.0000	TN	Amount:	1654.50	USD							
Schedules														Customize Find View All		First 1 of 1 Last	
Details Statuses Shipment Matching Receiving Freight RTV [Add]																	
Sched	*Due Date	*Ship To		*PO Qty	Price		Amount	Status									
1	06/05/2007	1460000006		30.0000	55.15000		1,654.50	Active									

Line: 2	Item:	Class IV - Bituminous Concrete			PO Qty:	40.0000	TN	Amount:	2200.40	USD							
Schedules														Customize Find View All		First 1 of 1 Last	
Details Statuses Shipment Matching Receiving Freight RTV [Add]																	
Sched	*Due Date	*Ship To		*PO Qty	Price		Amount	Status									
1	06/05/2007	1460000006		40.0000	55.01000		2,200.40	Active									


Invalid FTA PO



20. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click  **Send to Vendor** to notify the vendor of the reason for the change order.

PO ID:	0000035279	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
Header			
'PO Date:	11/27/2007	Vendor Search	
Vendor	061600557F-001	Vendor Details	
'Vendor ID:	0000010054	CWPM LLC	
'Buyer:	AeyMar	DOT-Aey Mary	
PO Reference:	<input type="text"/>		
Header Details	PO Activities	Add ShipTo Comments	
PO Defaults	Document Status		
Edit Comments	Requisitions		
Comments		Find View All	First 1 of 1 Last
Copy Standard Comments		Comment Status: Active	Inactivate 

21. Click .

OR

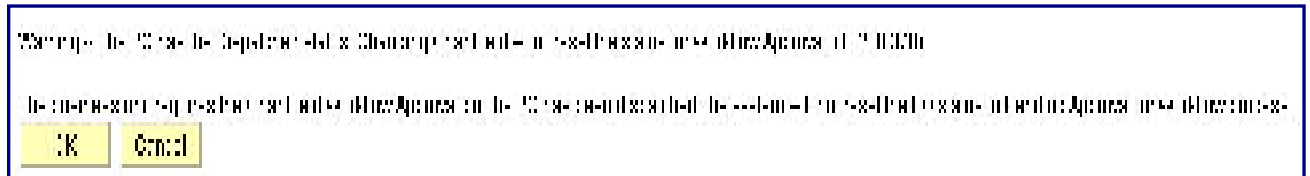
22. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click  **Send to Vendor** to notify the vendor of the reason for the change order.

Unit:	DOTM1	PO Status:	Dispatched  
PO ID:	0000042571	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
Header			
'PO Date:	04/09/2008	Vendor Search	
Vendor	320147173F-001	Vendor Details	
'Vendor ID:	0000099130	EXECUTIVE LUBE LLC	
'Buyer:	GarlandPau	DOT-Garland Paul	
PO Reference:	<input type="text"/>		
Header Details	PO Activities	Add ShipTo Comments	
PO Defaults	Document Status		
Add Comments	Requisitions		
Amount Summary			
Merchandise:	44.60		
Freight/Tax/Misc.:	0.00	Calculate	
Total Amount:	44.60	USD	
Total PO Obligation:	44.60	USD	

Invalid FTA PO

23. Click 

24. Click  Save. The following message will appear:




25. Click 

Notify the appropriate approvers.


PO Line Partially Received (P):


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract.**
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

SetID: = 




Contract ID: begins with 

Contract Process Option: = 


























Short Vendor Name: begins with 

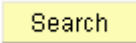
Master Contract ID: begins with 

☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)







4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description		UOM	Category			
1		HARTFORD RD RECONST. 76-189		EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.		EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART		EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds		EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds		EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. If the contract line has already been received on, then another contract line needs to be added so that the contract line and PO Chartfield distribution line will be identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

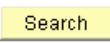


Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit:	=	▼	DOTM1	
PO ID:	begins with	▼	0000035279	
Purchase Order Date:	=	▼		
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		
Vendor Name:	begins with	▼		
Buyer:	begins with	▼		
Buyer Name:	begins with	▼		
PO Type:	=	▼		▼
Purchase Order Reference:	begins with	▼		

☐ Hold From Further Processing

☐ Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Order is displayed.

The Purchase


Invalid FTA PO

11. Click the Change Order  icon.

Purchase Order

Unit: DOTM1 PO Status: Dispatched  
PO ID: 0000035279 Budget Status: Valid
Copy From: ☐ Hold From Further Processing

Header


'PO Date: 11/27/2007  Vendor Search
Vendor: 061600557F-001 [Vendor Details](#)
'Vendor ID: 0000010054 CWPM LLC
'Buyer: AeyMar DOT-Aey Mary
PO Reference:

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
'Dispatch Method: Print
Amount Summary
Merchandise: 2670.00
Freight/Tax/Misc.: 0.00
Total Amount: 2670.00 USD
[Total PO Obligation:](#) 2670.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)


Add Items From **Select Lines To Display**
[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		RUBBISH REMOVAL - 30 CY - EGP	6.0000	EA	760000	445.00000	2,670.00	Active

12. Click the Line's Schedule  icon

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active

13. Click **View All** to see all your lines at once.

Lines

Line: 1 [Class I - Bituminous Concrete](#) PO Qty: 1.0000 TN Amount: USD

Schedules

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007			1460000006	1.0000		USD	Closed

All PO lines are displayed.

Lines 1 & 2

Lines

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

Invalid FTA PO

14. Click on the line's Distributions/ChartFields  icon.

Lines												Find		View All		First		1 of 2		Last																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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15. Go into the Chartfield distribution line which needs correction and has been previously received. Drop the balance down to equal the amount/quantity you have already received. Don't change the Chartfield distribution coding. It needs to be corrected by the Budget Unit. A separate email needs to be sent to correct this line via an SSJ.

16. Add a new line for the remaining amount still not received. Enter the correct Chartfield distribution coding that should have been used for each line.

(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

17. Click  to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

18. Click  to return to the Line Schedules.

19. Repeat for additional lines requiring correction.

20. Click the [Return to Main Page](#) link to go back to the main page of your PO.

Return to Main Page

Lines

Find | View 1First1-2 of 2Last

Line: 1Item:Class I - Bituminous ConcretePO Qty: 30.0000TNAmount: 1654.50 USD

Schedules

Customize | Find | View AllFirst1 of 1Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV						
Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status				
1		06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active				

Line: 2Item:Class IV - Bituminous ConcretePO Qty: 40.0000TNAmount: 2200.40 USD

Schedules

Customize | Find | View AllFirst1 of 1Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV						
Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status				
1		06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active				

Invalid FTA PO

21. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

PO ID:	0000035279	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
Header			
PO Date:	11/27/2007	Vendor Search	
Vendor	061600557F-001	Vendor Details	Backorder Status: None
Vendor ID:	0000010054	CWPM LLC	Receipt Status: Not Recvd
Buyer:	AeyMar	DOT-Aey Mary	Dispatch Method: <input type="text" value="Print"/> Dispatch
PO Reference:	<input type="text"/>		
Header Details PO Activities Add ShipTo Comments		Amount Summary	
PO Defaults Document Status		Merchandise: 2670.00	
Edit Comments Requisitions		Freight/Tax/Misc.: 0.00 Calculate	
Comments		Total Amount: 2670.00 USD	
Copy Standard Comments		Comment Status: Active Inactivate +	

22. Click [OK](#).

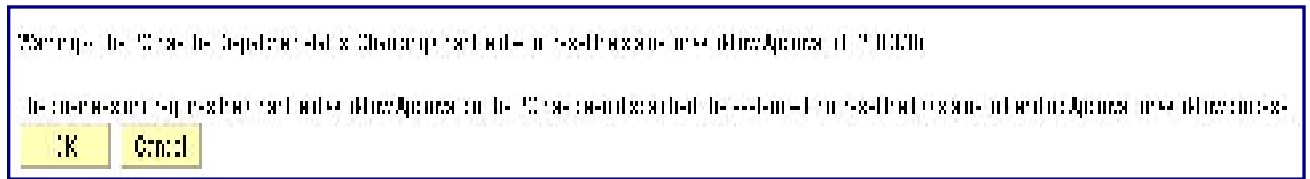
OR

23. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

Unit:	DOTM1	PO Status:	Dispatched
PO ID:	0000042571	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
Header			
PO Date:	04/09/2008	Vendor Search	
Vendor	320147173F-001	Vendor Details	Backorder Status: None
Vendor ID:	0000099130	EXECUTIVE LUBE LLC	Receipt Status: Not Recvd
Buyer:	GarlandPau	DOT-Garland Paul	Dispatch Method: <input type="text" value="Email"/> Dispatch
PO Reference:	<input type="text"/>		
Header Details PO Activities Add ShipTo Comments		Amount Summary	
PO Defaults Document Status		Merchandise: 44.60	
Add Comments Requisitions		Freight/Tax/Misc.: 0.00 Calculate	
		Total Amount: 44.60 USD	
		Total PO Obligation: 44.60 USD	

24. Click [OK](#).

25. Click  Save. The following message will appear:



26. Click

Notify the appropriate approvers.

27. To correct expenditures associated with the PO that was incorrectly coded, users should provide the following information to their Budget Coordinator, who will submit an expenditure correction request to the Budget Unit:

- PO number
- Vendor Name
- Voucher Number(s)
- Incorrect Coding
- Correct Coding
- Dollar amount

PO Fully Received (R) and Closed:

1. Purchase Orders that are fully received cannot be changed, however, the expenditures associated with the Purchase Order must be corrected. Users should provide the following information to their budget coordinator, who will submit an expenditure correction request to the Budge Unit:
 - PO number
 - Vendor Name
 - Voucher Number(s)
 - Incorrect Coding
 - Correct Coding
 - Dollar amount